



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

SEPTEMBER 2013



R*STARS TRAINING SCHEDULE

ASM is holding R*STARS training beginning September 30th. Each class is a 4 hour class. Training will be held at 45 Calvert Street, Annapolis, MD. To register, please use the links below. Please remember to print out the documentation located on our link—under R*STARS—(<https://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>) with you as it will not be provided.

The classes are as follows:

Transaction Entry

Upon completion of this course, the employee will be able to do the following tasks: determine the account event; determine the transaction code; create the batch header; enter the transaction details; add a note; view the transaction details; balance the batch; release the batch; use data help.

<https://servicedesk.wufoo.com/forms/rstars-transaction-entry-september-30-2013/>

<https://servicedesk.wufoo.com/forms/rstars-transaction-entry-october-1-2013/>

<https://servicedesk.wufoo.com/forms/rstars-transaction-entry-october-2-2013/>

Batch Error Correction

Upon completion of this course, the employee will be able to do the following tasks: correct on-line errors; view batch cycle errors using reports and online screens; change an entry in a batch; add an entry to a batch; delete an entry in a batch; correct a batch that is not balanced; delete a batch; use the 540 screen.

<https://servicedesk.wufoo.com/forms/rstars-error-correction-september-30-2013/>

<https://servicedesk.wufoo.com/forms/rstars-error-correction-october-1-2013/>

<https://servicedesk.wufoo.com/forms/rstars-error-correction-october-2-2013/>

APPLICATION SYSTEMS MANAGEMENT

R*STARS TRAINING SCHEDULE (continued)

Journal Voucher

Upon completion of this course, the employee will be able to: select the appropriate transaction code for journal vouchers; process a revenue adjusting entry; process an expenditure adjusting entry; process both sides of an intra-/inter-agency transaction.

<https://servicedesk.wufoo.com/forms/rstars-journal-voucher-october-7-2013/>

<https://servicedesk.wufoo.com/forms/rstars-journal-voucher-october-8-2013/>

<https://servicedesk.wufoo.com/forms/rstars-journal-voucher-october-9-2013/>

Document Tracking

Upon completion of this course, the employee will be able to do the following tasks: apply profiles and screens related to the tracking of documents; define the elements related to the tracking of documents; utilize the related inquiry screens; append action codes to document for tracking purposes.

<https://servicedesk.wufoo.com/forms/rstars-document-tracking-october-7-2013/>

<https://servicedesk.wufoo.com/forms/rstars-document-tracking-october-8-2013/>

<https://servicedesk.wufoo.com/forms/rstars-document-tracking-october-9-2013/>

R*STARS Financial Inquiry

Upon completion of this course, the employee will be able to do the following tasks: to become familiar with R*STARS financial and document inquiry screens; to understand the standard inquiry screen elements and control keys; to be able to inquire on specific documents; to be able to inquire on financial balances.

<https://servicedesk.wufoo.com/forms/rstars-inquiry-screens-october-15-2013/>

<https://servicedesk.wufoo.com/forms/rstars-inquiry-screens-october-16-2013/>

<https://servicedesk.wufoo.com/forms/rstars-inquiry-screens-october-17-2013/>

R*STARS Reporting

Upon completion of this course, the employee will be able to do the following tasks: distinguish between the different types of reports available in R*STARS; interpret R*STARS reports; submit a request for an R*STARS report ; understand and utilize profiles that support the *91-Report Request Profile*; submit a request for an R*STARS report distribution.

<https://servicedesk.wufoo.com/forms/rstars-reporting-october-15-2013/>

<https://servicedesk.wufoo.com/forms/rstars-reporting-october-16-2013/>

<https://servicedesk.wufoo.com/forms/rstars-reporting-october-18-2013/>

Month End Closing

The Month of August will be closed on September 17th. The last day to post transactions to the month of August will be September 16th.

Closing of July is dependent upon all agencies submitting completed closing packages to GAD and all accruals and corresponding reversals on the 530 screen have been posted.

If an agency has completed all of the above and does not want to wait for GAD to close the month of July, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from 00 to 01 for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S025 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 08/20/13 11:17 AM
LINK TO: AGENCY CONTROL PROFILE DB2W

AGENCY: F50 FISCAL YEAR: 14

COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:
ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:
CA RANGE FROM: TO: CA TYPES:

BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:
DEFAULT- IDX: PCA: REV COMP/AGY OBJ:

REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N BSL: 3
ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
ENC INDICATOR: Y PRE ENC IND: Y COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00 INV: 500.00 CAPTURE: E
AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)

LAST MONTH/YEAR CLOSED: 01 2013 AGY BUD BY ORG IND: N (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 09 09 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 07011996 EFF END DATE: LAST PROC DATE: 05172013
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

Ready Running APL NUMFLD ADTFW0E OVR CAP NUM W 16,33

CPC REPORTS

Due to a change in banks from Bank of America to US Bank there has also been a change in the CPC Reporting. All A30CPC reports now begin with A30USB.

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is September 19, 2013 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 280), 1:30 p.m. - 4 p.m.

Notes from the May meeting can be found on the BBS under *ADPICS Meeting Minutes/May 30, 2013 ADPICS Committee Meeting*. (<https://www.doit.state.md.us/bbs/login.asp>, user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

1. Enter <http://www.intercall.com/iumGo>
2. In the right corner, click **JOIN MEETING**.
3. At Moderator's User Login enter [5012161452](#).
4. Click **Join As Participant**.
5. When prompted, select **Dial In Now**.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

The next SPAG meeting will be held at MDOT Headquarters (7201 Corporate Center Drive , Hanover, MD)on September 19, 2013 starting at 9 a.m. If you have any questions regarding this meeting, please contact Jamie Tomaszewski @ 410-260-7386 or jamie.tomaszewski@maryland.gov

UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

September 2, 2013 - *Monday* - Labor Day

October 14, 2013- *Monday* - Columbus Day

November 11, 2013 - *Monday* - Veterans' Day

November 27, 2013 - *Wednesday before Thanksgiving* - Service Reduction Day

November 28, 2013 - *Thursday* - Thanksgiving Day

November 29, 2013 - *Friday* - American Indian Heritage day

December 24, 2013 - *Tuesday before Christmas Day* - Service Reduction Day

December 25, 2013 - *Wednesday* - Christmas Day

December 31, 2013 - *Tuesday, New Years Eve* - Service Reduction Day

APPLICATION SYSTEMS MANAGEMENT

Service Desk and Security Services Fax number is
443-926-9742

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F
410-260-7778 or email us—
service.desk@maryland.gov

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 5:00 PM

Reporting Information

AE / IAE Availability: Effective June 03, 2013

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 13 April (10) → Present
IAE	Every Fri.	FY 13 July (01) → March (09)
FF	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2002 – 2011 available through special request.</i>		

****Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.**

REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. **Please note—there is a 3 pm deadline to have interface files submitted.**